



**Minutes
HISTORY MUSEUM AND LIBRARY ADVISORY BOARD
Wednesday, January 6, 2016**

Minutes of the HISTORY MUSEUM AND LIBRARY ADVISORY BOARD recorded at 5:30 p.m. on Wednesday, January 6, 2016, within the Tempe History Museum Board Room, 809 E. Southern Ave., Tempe, AZ.

REVISED AS NOTED

(MEMBERS) Present:

Jennifer Wagner (Chair)
Virginia (Ginny) Sylvester (Vice-Chair)
David Huizingh
John Linda
Margaret (Peggy) Moroney
Mary O'Grady
Gail Rathbun
Jacque Tobias

(MEMBERS) Not Present:

Estevan (Steven) Saiz

City Staff Present:

Barbara Roberts, Deputy Director, Library and Cultural Services
Brenda Abney, Museum Manager, Library and Cultural Services Division
Amanda Martin, Administrative Assistant, Tempe History Museum

General Public Present:

Larry Conway, Friends of the Tempe Public Library Representative
Eduarda Yates, Tempe Historical Society Representative
Pam Eck
Sarah Seaver
Kathy North
Mary Kay Byke
Vicki Linoff

Agenda Item 1 - Call to Order:

- Jennifer Wagner, History Museum and Library Advisory Board Chair, called the meeting to order at 5:31 p.m.

Agenda Item 2 - Call to the Audience:

- Friends of the Tempe Public Library (FTPL) volunteers voiced their concerns and views related to the installation of automated materials handling system equipment that is part of the Library's migration to a radio frequency identification device (RFID) system that may affect the Friends Bookstore and sorting room.
- Jennifer Wagner thanked the FTPL volunteers for attending the meeting and sharing their thoughts.

Agenda Item 3 – Introduction of new Board Member, Jacque Tobias:

- Jennifer Wagner asked new member Jacque Tobias to introduce herself to the Board.

Agenda Item 4 – Approval of the November 4, 2015 History Museum and Library Advisory Board Meeting Minutes - ACTION

- Jennifer Wagner asked the Board members to review the unapproved History Museum and Library Advisory Board Meeting Minutes document dated **November 4**, 2015.

MOTION: John Linda made a motion to approve the November 4, 2015 History Museum and Library Advisory Board Meeting Minutes as presented.

SECOND: Virginia (Ginny) Sylvester seconded.

DECISION: The November 4, 2015 History Museum and Library Advisory Board Meeting Minutes were approved as presented.

Agenda Item 5 – Friends of the Tempe Public Library Report:

- Larry Conway thanked the Friends of the Tempe Public Library (FTPL) volunteers for presenting their thoughts about Library's new RFID system and potential impacts to the Friends bookstore operation.
- L. Conway reported on the following to the Board:
 - Registration for the Library's spring 2016 Osher classes began on Monday, January 4. 444 patrons registered for the Osher classes within a 24-hour period. Of the 21 classes offered, 12 filled within the first day of registration.
 - The FTPL plans to reschedule and add additional Osher classes to accommodate as many waitlisted patrons as possible.
 - The FTPL is currently on-schedule to meet its budget and exceed its 2015 funding capabilities.
 - In 2015, the FTPL was able to make a special end of year donation of \$15,000 to the Library, with funds raised through Osher Lifelong Learning class registration, online book sales, Bookstore sales, and the Connections Café.
 - The Friends Bookstore generates on-average between \$4,000 and \$5,000 per month.
 - The FTPL is currently working with Library staff during the planning for RFID reconfiguration to identify an agreeable solution for both the Friends Bookstore and the Library.

Agenda Item 6 – Tempe Historical Society Report:

- Eduarda Yates reported on the following to the Board:
 - The Tempe Historical Society (THS) hosted its annual Larry Campbell Tree of Lights reception on December 6 which generated \$1,200 to benefit the Museum's Oral History program.
 - Hayden Ferry Days will take place on March 18 and 19, 2016.

- Scheduled events on March 18 include a dinner at the Hackett House; tickets are \$100 per plate or \$1,000 per table.
- Events on March 19 include a car show at Kiwanis Park, a tour of downtown Tempe, and a festival at the Tempe Library Complex to include vendors, partner booths, indoor activities and more.
- Invitations to the Hayden's Ferry Days event will be sent electronically in February, 2016.
- The Tempe Historical Society continues to seek sponsors for Hayden's Ferry Days.
- The THS is presenting a Lunch Talk in partnership with the Tempe History Museum at 11:30 a.m. on Wednesday, Jan. 13, 2016. The talk will feature guest speaker Dr. Christine Kajikawa Wilkinson.
- The THS is hosting a Legend City exhibit tour for its members from 5:30-7 p.m. on Thursday, Jan. 21, 2016 at the Tempe History Museum. The tour coincides with the Museum's Third Thursday event occurring at 7 p.m. the same evening titled "An Evening with John Bueker and Steve Hoza - Legend City Meets Wallace and Ladmo."
- The December 2015 ASU Alumni magazine features Tempe History Museum Curators Josh Roffler and Dan Miller, and also contains information about Tempe's history and Tempe artist Tom Harter.

Agenda Item 7 – Staff Reports:

- Library Report – Barbara Roberts reported on the following to the Board:
 - The Tempe Public Library is in the process of converting to a radio frequency identification (RFID) system which will involve:
 - All Library materials must be tagged with computer chips, which is scheduled to begin in two weeks;
 - New checkout machines and safety gates will be installed;
 - Automated material handling system will be installed at both book return locations (Library lobby and drive-up at west exterior of facility).
 - Initial plan drawings for the RFID placement are expected to be presented by the vendor before the end of January.
 - Funds for the RFID project need to be spent by June 30, 2016.
- Larry Conway shared his concerns with the Board about the potential downsizing of the FTPL Bookstore to accommodate new RFID equipment.
 - L. Conway stated that decreasing the Bookstore's space may affect the opportunity for the FTPL to generate and provide funding to the Library.
 - L. Conway added that a having smaller Bookstore may affect the number of volunteers able to work in the space.
- B. Roberts reported that a glass wall, made possible by funds donated from the FTPL, has been installed within the Youth Library, creating a space that will be dedicated to Library programming.
- B. Roberts informed the Board that a \$25,000 donation will be made to the Library in memory of the late John Gannon, a former Library staff member. The donors have asked that funds be used to create a Youth Literacy Center, which will be named the "John Gannon Literacy Center."
- B. Roberts provided the Board with copies of the Tempe Public Library's Winter 2016 Newsletter and noted that the Library's 2016 Comicon event is set to occur on Saturday, Jan. 23.
- B. Roberts notified the Board of in-progress modifications to a number of the Library's web pages.
 - Roberts will notify the Board when the updated pages are live and asked that Board members provide feedback about their look and ease-of-use.

- B. Roberts announced that both chiller units located within the Tempe Public Library basement have been replaced. One chiller is currently running and the control panel of the second needs replacement. Both units are expected to be in operation by the week of January 11.
- B. Roberts updated the Board on the progress of the Library complex's solar panel installation. The project is on-target and projected to meet the February 2016 deadline.
 - Jennifer Wagner asked if solar panels have been installed on the Library's roof. B. Roberts confirmed that solar panels have been installed on the Library's roof.
 - B. Roberts stated that 30% of the power used by the Library Complex will be generated by the solar panels.
- Museum Report – Brenda Abney reported on the following to the Board:
 - The Tempe History Museum's event, program and visitor statistics were compiled for 2015.
 - 27,981 patrons accessed the Tempe History Museum, which is a 6% increase from 2014.
 - 479 total programs occurred through the Museum; 165 of those were on-site museum-hosted, 126 were museum/partner-hosted, 13 were off-site and 175 were third-party rentals.
 - The Museum executed four (4) Community Room exhibits, one (1) main changing gallery exhibit, two (2) lobby exhibits and four (4) off-site exhibits.
 - 10 oral histories have been completed; 35 oral histories were transcribed.
 - The Museum received 184 research and photo requests.
 - 1,751 collections items were catalogued.
 - Volunteers completed over 5,000 hours.
 - Jennifer Wagner asked if there has been any feedback from the public regarding photo duplication fee increases. B. Abney stated that there hasn't been any pushback related to the change in rates, which are currently in-line with the industry standard.
 - Virginia (Ginny) Sylvester asked B. Abney about the current cost of photo duplication fees. B. Abney stated that she will email information about photo duplication fees to all Board members.
 - B. Abney announced that the Museum hopes to have the e-Museum portal available for public use by May, 2016.
 - Mary O'Grady inquired about how the Museum's 2015 summer program stats compare to 2014 summer programs stats. B. Abney confirmed that the 2015 Sounds of Summer program was successful, particularly with the addition of monthly Saturday events. Abney added that for 2016, the Museum will offer programs each Wednesday and continue offering one Saturday per month.
 - Jacque Tobias inquired about how the Museum tracks visitation and attendance numbers. B. Abney stated that Museum staff uses an attendance clicker and completes a daily visitation form to track museum visitor and program attendance.

Agenda Item 8 – Library Public Engagement Survey results – DISCUSSION

- Barbara Roberts provided results from the Library Public Engagement Survey and requested feedback from the Board.
 - The Board offered the following feedback:
 - The survey results were thorough and impressive.
 - Some members disagreed with the survey's findings that the Library's web pages are difficult to navigate.

- There was agreement with the survey's findings that the Library's current shelving configuration is confusing.
 - There was concern about the number of pre-teens and teens who were unaware of programs offered by the Library, as well as uninformed about available transportation options to the Library.
 - It was suggested that the Library provide a mobile outreach unit that can travel to various locations, including schools.
 - It was proposed that a page or a link be added to the Library website listing the various transportation options patrons can use to travel to the Library.
 - It was noted that the survey revealed a need for more arts and culture-based programming.
- B. Roberts stated that a meeting is scheduled for Wednesday, Jan. 13 at the Library to continue the Library's strategic planning process and staff will include the results from this report in planning for future services and programs.

Agenda Item 9 – Museum Accreditation Self-Study input – DISCUSSION

- Brenda Abney asked the Board to provide feedback on the following statement, "Tell us why your museum matters and what gives you the greatest pride. Describe why your museum is important, and how it makes a difference." The statement is part of the Tempe History Museum's Accreditation Self-Study process.
 - The Board provided the following feedback:
 - Tempe is a rare community with a sense of identity and place, which is presented and shared by the Tempe History Museum.
 - The Museum allows residents and the community to compare the past and present, experience stories from the people who shaped the community, and helps to drive the community forward.
 - The Museum plays an important role in teaching and educating local students about the history of Tempe.
 - The Museum allows visitors to remember the past as the community moves forward and undergoes changes to the natural and man-made landscape.
 - The Museum is successful at linking its events and programs to its changing exhibits.
 - The Museum plays an important socio-economic role in the community by offering free admission, cultural events and summer programming for youth.
 - A sense of pride comes from having a quality, professional local museum, like the Tempe History Museum, available to the public.
 - The Museum serves as a gathering place for young parents and families.
 - The Museum, as part of the Tempe Library Complex, is a location that people travel to and grow within throughout their life stages.
 - The Tempe History Museum acts as a tool through which Tempe actively recognizes and celebrates its history.
 - The Museum is accessible to the public as a meeting and gathering space, which allows for interactions between community members, and between those members and history.

Agenda Item 10 – Museum Collections Committee Report

- Written report provided.
- Brenda Abney reported to the Board:

- There are currently 35 Provisional Deposits held by the museum.
 - There are no new Provisional Deposits.
 - There are new recommended acquisitions from 10 different donors, including: photographic slides, pageant programs, various memorabilia from Monti's La Casa Vieja, a Legend City uniform and admission tickets, photos and postcards, ASU sports programs and an apron.
 - The Museum received a new loan consisting of three photo albums of the Elias Rodriguez House.
- Jennifer Wagner asked the Board members to review the recommended acquisition list and render a vote.

MOTION: John Linda made a motion to approve the recommended acquisitions as presented.

SECOND: Gail Rathbun seconded.

DECISION: Museum Collections recommended acquisitions were approved as presented.

(Staff note: This item will be re-voted on Wednesday, Feb. 3 to allow the public an opportunity to comment on the recommended acquisitions).

Agenda Item 11 – Museum Program Committee report

- Brenda Abney provided a handout containing descriptions of Tempe History Museum-hosted events occurring throughout January, 2016.

Agenda Item 12 – Board Members' Announcements Adjournment

- None

Agenda Item 13 – Adjournment

- Chair Jennifer Wagner adjourned the meeting at 6:58 PM.

The next meeting date and location of the History Museum and Library Advisory Board is Wednesday, February 3, 2015 at 5:30 PM in the Tempe Public Library – 2nd Floor Board Room.

Prepared by: Amanda Martin

Reviewed by: Barbara Roberts and Brenda Abney

Approval signature: History Museum and Library Advisory Board Member